Dean/Director User Instructions

For STAFF Recruitments/Waivers/Off-Cycles/Reclassifications/Updates
www.uvmjobs.com/hr

- Select user account type from the right drop down box and click the refresh button.

- Select the desired module from the dropdown box in the upper right corner of the screen.

System related messages
All New and Pending Actions
Pending Actions you have elected to “Watch”
ACTIONS

- After receiving notification of an action to review, click on “Inbox” on top right or middle left of screen

- Select the applicable header to access the tab for Postings, Hiring Proposals or Actions

- To open an Action, click “Edit” under Actions to the right of the applicable Title
• Click on a tab title on the left menu or click Next>> to scroll through the tabs and review the Action.

• On Action Summary page (after final tab), hover mouse over Take Action on Action on upper right corner of screen to view and choose workflow options.

• Make workflow choice, enter notes in comment box. ✓ Check box to add the action to Watch list and click Submit.
- System will provide a message indicating success or additional data needs.